

## **Workweek Schedule Options Pilot (Revised 9/19/12)**

The agency will pilot expanded workweek schedule options from October 1 through January 31, 2013. All full-time staff will be allowed to select a work schedule option subject to their Team/Office's Coverage Plan. Exception: Full-time Office Associate IIs will maintain the work schedule they were originally hired to work. Office Associate II is a different classification than a VR Associate or VR Senior Associate. Hence, full-time VR Associates may also select from the Workweek Schedule Options.

### **Workweek Schedule Options**

5-day workweek (8 hour workdays)

4-day workweek (10 hour workdays)

Compressed workweek (four 9 hour workdays and one 4 hour workday)

### **Workweek Schedule Frequency**

It is preferred that workweek schedule chosen will be the same schedule worked each of the 18 weeks during the pilot, or at least during the month. A bi-weekly alternating schedule is also allowed to accommodate situations where multiple team members prefer the same 4-day work week, or compressed work week schedule. There can be changes to a schedule for the following reasons.

- Team and/or office coverage plan adjustments
- Holiday week adjustments
- Team member changing their workweek schedule to another option.
- Same Day or Same Week flexing

Workweek schedule initial selection and changes are to be made with Office Director approval using the NDE Work Schedule Change Request Form. These forms are retained in the local office. Schedule changes should occur no more frequently than once a month.

### **Core Hours**

All employees' regularly scheduled start and end times shall fall within the core hours of 7:00 a.m. and 6:00 p.m. Exceptions to regularly scheduled start or end time outside of core hours shall be made in advance with the approval of the Office Director/Supervisor and Mark Schultz (LCM).

### **Lunch**

VR staff have the option of designating a 30-minute, 45 minute or 60 minute unpaid lunch breaks as a part of their scheduled workday. **A lunch break may not be shortened or skipped in order to shorten the workday.**

### **Breaks:**

All workweek schedules shall provide for two paid 15-minute rest periods. Breaks shall be scheduled in the middle of each half workday whenever this is feasible. **Break times may not be saved in order to shorten the workday or to add to the lunch break.**

### **Holiday Workweek Adjustments**

All staff will work a 5-day workweek (8 hours days) for any workweek when one or more holidays fall. The holiday weeks during the pilot are as follows.

October 8 – 12 (Columbus Day)

November 12 – 16 (Veteran's Day)

November 19 – 23 (Thanksgiving)

December 24- 28 (Christmas)

December 31 – January 4 (New Years Day)

January 21 – 25 – (Martin Luther King Day)

Office Directors/Supervisors may allow Same Week Flexing during holiday workweeks to accommodate issues around childcare, second jobs, or other appropriate reasons. Request must be made in advance and support the Team Coverage Plan.

### **Team/Office Coverage Plan**

To ensure adequate team/office coverage while attempting to meet every team member's preferred half workday or full day off, the team and/or office will develop a coverage plan. The initial plan will be submitted to Pat Bracken for review. Variations to the initial plan should be documented in the event Pat requests an update.

The Coverage Plan shall include a table with the name of each team member, their selected workweek schedule option, their daily start and end times, lunch break and their day off or half work day if any. In addition, describe the team/office 's planned minimum staffing level and how client/public access before 8:00 a.m. and after 5:00 p. m. will be handled.

### **Same Day and Same Week Flexing**

Upon an **advance request**, an employee may make up within the workday and/or workweek personal leave (vacation and/or sick leave). While it is preferred that the flexing occur within the core hours of 7:00 a.m. – 6:00 p.m., Office Directors/Supervisors may approve flexing outside of the core hours. However, all flexing must occur within the same workweek the leave was taken. There are no exceptions to same week flexing.

**A workweek begins at 12:01 a.m. Saturday and ends at 12:00 p.m. the following Friday.**

Unanticipated or unplanned events for which same day and/or same week flexing may be used should be communicated to the supervisor as early as possible. **Such request should be rare rather than an established pattern by an employee.**